

63-7404
ADM-2

DD/S&T-1524-63

26 September 1963

MEMORANDUM FOR: Executive Director
SUBJECT: Special Representation Allowance

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in Paragraph 4.

2. The Deputy Director (Science and Technology) and certain of his senior officials have a recurring necessity to conduct official liaison with members of various foreign intelligence services, both in the United States and while traveling abroad. On these occasions courtesies and amenities must be extended for which reimbursement of costs are not appropriately provided for in Agency regulations.

3. The anticipated frequency of such meetings through the remainder of this Fiscal Year would indicate that up to [REDACTED] would be adequate for this purpose. Funds can be made available in the DD/S&T Fiscal Year 1964 allocation.

4. It is recommended that the Executive Director approve the expenditure of up to [REDACTED] by the DD/S&T, senior staff members, and Assistant Directors, during the remainder of this Fiscal Year for the purpose related in Paragraph 2. It is also recommended that accountings for such expenditures be made quarterly and that receipts and documentation evidencing costs incurred be retained in the Office of the DD/S&T to be made available for audit purposes.

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Executive Officer
Deputy Director
(Science and Technology)

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Date

27 Sept '63

